

DEVELOPMENT SERVICES DEPARTMENT

Department Description

The Development Services Department (DSD) provides direction, coordination and support for metropolitan land use planning, property management, economic development, and development approval processes. The department also oversees the operation of the Booth-Kelly Center and the Springfield Museum. DSD actively works for increased housing, business, and industry opportunities in Springfield; administering the Community Development Block Grant (CDBG) Program and HOME Programs, and managing the Enterprise Zone Program and the City's housing rehabilitation programs. DSD provides staff support to the Planning Commission, the Historical Commission and to the following committees: Community Development Advisory, Economic Development, Building Board of Appeals, the Museum Board, and other ad hoc committees. DSD has four organizational units:

Administration
Planning

Community Services

Community and Economic Development.

Mission

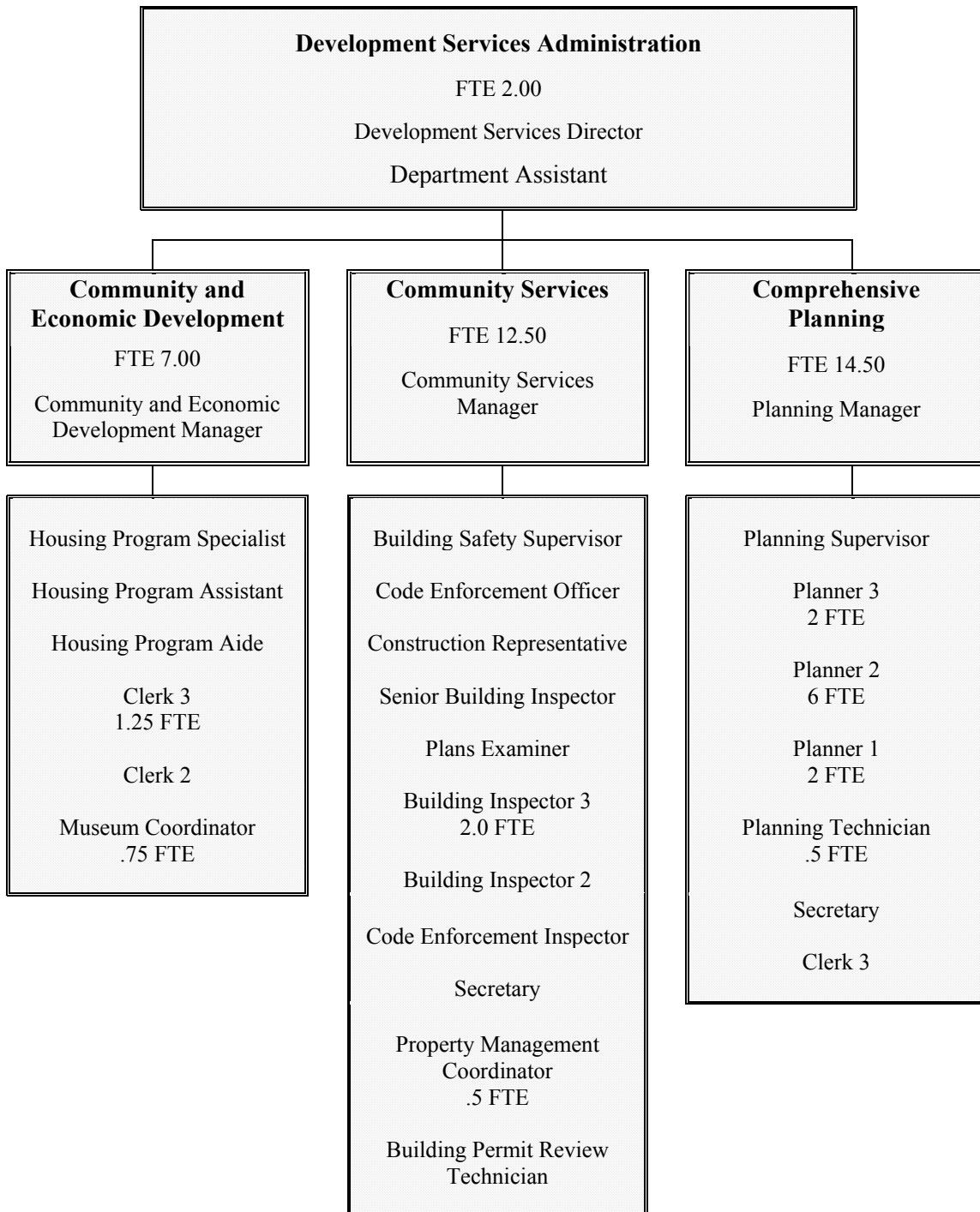
To foster lasting community livability involving and reflecting Springfield's values, interests and concerns.

Outcomes

- ◆ Coordinate the planning and development activities with City departments, developers and other units of government and state agencies.
- ◆ Prepare, amend, update and implement the Metro Plan, Springfield Refinement Plans and the Springfield Development Code in accordance with Federal and State law and the goals and policies of the Springfield City Council and Planning Commission.
- ◆ Provide services designed to facilitate economic growth and neighborhood stability.
- ◆ Promote tourism activity and opportunities in the City.
- ◆ Create financial assistance opportunities to non-profit and for-profit housing developers through the Housing and Urban Development (HUD) grant funded Springfield HOME Program which in turn creates affordable low-income housing for Springfield residents.
- ◆ Assist low-income residents with housing rehabilitation loans, grants, neighborhood improvements, social services, and access to housing.
- ◆ Work to increase the number, diversity, and stability of private sector jobs in the community by assisting local businesses in developing sites and infrastructure.

DEVELOPMENT SERVICES DEPARTMENT

Organization Chart: 36.00 FTE



DEVELOPMENT SERVICES DEPARTMENT

FTE Summary by Fund

Number of Full Time Equivalents	FY02 Adopted	FY03 Adopted	FY04 Budget
General	26.09	25.70	24.60
Bancroft Redemption	.00	.00	.00
Booth-Kelly	.40	.60	.80
Community Development Block Grant	5.39	4.72	4.72
Development Projects	.00	.00	.00
Museum	.14	.00	.00
Riverbend Development	.00	.00	1.00
SDC Capital Projects	.25	.00	.00
Sewer SDC	.00	.45	.51
Sewer Operations	.70	.53	.53
Special Revenue	1.10	.77	.77
Street	1.09	.35	.19
Transient Room Tax	2.89	2.61	2.36
Transportation SDC	.00	.52	.52
Vehicle and Equipment	.00	.00	.00
Total	38.05	36.25	36.00

Position Summary

Job Title/Classification:	FY01 Actual	FY02 Actual	FY03 Adopted	FY04 Budget
Administration Division Manager	.00	.00	.00	.00
Administrative Secretary	1.00	.00	.00	.00
Building Inspector 2	1.00	1.00	1.00	1.00
Building Inspector 3	3.00	2.00	2.00	2.00
Building Permit Review Technician	1.50	1.00	1.00	1.00
Building Safety Supervisor	1.00	1.00	1.00	1.00
Clerk 2	2.00	1.00	1.00	1.00
Clerk 3	1.50	2.25	2.25	2.25
Code Enforcement Inspector	1.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00
Community/Economic Development Manager	1.00	1.00	1.00	1.00
Community Services Manager	1.00	1.00	1.00	1.00
Community Services Technician	1.00	1.00	.00	.00
Construction Representative	1.00	1.00	1.00	1.00
Departmental Assistant	.00	1.00	1.00	1.00
Development Services Director	1.00	1.00	1.00	1.00
Housing Programs Aide	1.00	1.00	1.00	1.00
Housing Programs Assistant	.00	1.00	1.00	1.00
Housing Programs Specialist	1.00	1.00	1.00	1.00
Museum Coordinator	1.00	1.00	1.00	.75

Job Title/Classification: continued	FY01 Actual	FY02 Actual	FY03 Adopted	FY04 Budget
Planner 1	3.00	2.00	2.00	2.00
Planner 2	5.00	6.00	6.00	6.00
Planner 3	2.00	2.00	2.00	2.00
Planner Aide	.00	.50	.50	.00
Planning Manager	1.00	1.00	1.00	1.00
Planning Supervisor	1.00	1.00	1.00	1.00
Planning Technician	.00	.00	.00	.50
Plans Examiner	1.00	1.00	1.00	1.00
Property Management Coordinator	1.00	.50	.50	.50
Public Relations Representative	.80	.80	.00	.00
Secretary	1.00	2.00	2.00	2.00
Senior Building Inspector	.00	1.00	1.00	1.00
Senior Management Analyst	1.00	.00	.00	.00
Volunteer Coordinator	.75	.00	.00	.00
Total FTE	39.50	38.05	36.25	36.00

DEVELOPMENT SERVICES DEPARTMENT

Financial Summary

Actual FY01	Actual FY02	Adopted FY03	Budget FY04
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Expenditures by Category:

Personal Services	\$ 2,213,047	\$ 2,279,152	\$ 2,452,083	\$ 2,616,844
Materials and Services	\$ 1,093,067	\$ 1,696,826	\$ 1,408,062	\$ 1,400,935
Capital Outlay	\$ 51,373	\$ 25,866	\$ 67,962	\$ 21,265
Total	\$ 3,357,487	\$ 4,001,844	\$ 3,928,107	\$ 4,039,044

Expenditures by Fund:

General	\$ 1,825,370	\$ 1,878,965	\$ 2,035,724	\$ 2,102,849
Bancroft Redemption	\$ 33,677	\$ -	\$ -	\$ -
Booth-Kelly	\$ 184,748	\$ 169,448	\$ 273,898	\$ 312,515
Community Development Block Grant	\$ 441,745	\$ 620,892	\$ 749,750	\$ 695,032
Development Projects	\$ 72,800	\$ 37,274	\$ 18,170	\$ 20,000
Museum	\$ 84,466	\$ 67,471	\$ 36,375	\$ 53,658
Riverbend Development	\$ -	\$ -	\$ -	\$ 69,702
SDC Capital Projects	\$ 21,805	\$ 21,999	\$ -	\$ -
Sewer Operations	\$ 51,348	\$ 48,707	\$ 38,177	\$ 47,576
Sewer SDC	\$ -	\$ -	\$ 37,187	\$ 52,091
Special Revenue	\$ 264,940	\$ 761,812	\$ 360,015	\$ 356,322
Street	\$ 77,766	\$ 84,799	\$ 28,898	\$ 22,068
Transient Room Tax	\$ 255,024	\$ 290,338	\$ 240,257	\$ 233,489
Transportation SDC	\$ -	\$ -	\$ 45,180	\$ 54,963
Vehicle and Equipment	\$ 43,798	\$ 20,139	\$ 64,476	\$ 18,779
Total	\$ 3,357,487	\$ 4,001,844	\$ 3,928,107	\$ 4,039,044

Expenditures by Program:

DSD Administration	\$ 344,577	\$ 360,508	\$ 321,082	\$ 335,452
Community Development	\$ 604,431	\$ 1,110,304	\$ 659,041	\$ 661,140
CDBG Grants	\$ 441,949	\$ 620,892	\$ 749,750	\$ 695,032
Community Services	\$ 829,877	\$ 753,964	\$ 886,691	\$ 946,234
Comprehensive Planning	\$ 790,808	\$ 893,580	\$ 942,990	\$ 1,017,936
Economic Development	\$ 69,764	\$ 32,128	\$ 48,800	\$ 36,987
General Property Management	\$ 275,713	\$ 230,426	\$ 319,753	\$ 346,263
Sports Center	\$ 368	\$ 42	\$ -	\$ -
Total	\$ 3,357,487	\$ 4,001,844	\$ 3,928,107	\$ 4,039,044